

725 KAR 2:070

Certification Renewal of Public Librarians.

RELATES TO: KRS 171.250, 171.260, 171.270

STATUTORY AUTHORITY: KRS 171.250, 171.260, 171.270

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.250(2) authorizes the board to establish the requirements for certificate renewals for public librarians. This administrative regulation establishes the requirements for certificate renewals for public librarians.

Section 1.

Definitions.

- (1) "Board" means the Kentucky State Board for the Certification of Librarians.
- (2) "Certification renewal point" means a unit of measurement which is the equivalent of ten (10) contact hours of learning activity.
- (3) "Continuing education unit" or "CEU" means educational offerings that provide credit through a certified program.
- (4) "Full-time" means working more than 100 hours per month.
- (5) "Learning activity" means a class, institute, seminar or workshop, that is planned, coordinated, administered and evaluated in terms of learning objectives.
- (6) "Library information services" mean duties performed by library employees that require special skills and knowledge to be performed properly.
- (7) "Library work experience" means employment in a library that includes administration, collection development, technical services, public services, or support for public service areas, and excludes secretarial, custodial, groundskeeping, security, food service, driver, and messenger duties.
- (8) "Professional library association" means an organization of librarians and persons interested in libraries.

Section 2.

Required Certification Renewal by Public Library Position.

- (1) A library director serving a population of more than 15,000 shall renew the professional certificate every five (5) years. Ten (10) certification renewal points shall be accumulated within the five (5) year period.

- (2) A library director serving a population of 15,000 and less shall renew at least the paraprofessional certificate every five (5) years. Ten (10) certification renewal points shall be accumulated within the five (5) year period.
- (3) An assistant director, bookmobile librarian, branch head, or department head shall renew at least the paraprofessional certificate every five (5) years. Ten (10) certification renewal points shall be accumulated within the five (5) year period.
- (4) All other full-time positions providing library information services as determined by local library policy shall renew the library experience certificate every five (5) years. Five (5) certification renewal points shall be accumulated within the five (5) year period.

Section 3.

Types of Certificates.

The following certificates may be renewed for a period of five (5) years:

- (1) Professional Certificate I;
- (2) Professional Certificate II;
- (3) Professional Certificate III;
- (4) Professional Certificate IV;
- (5) Paraprofessional Certificate;
- (6) Library Experience Certificate.

Section 4.

Sources of Learning Activities that Provide Certification Renewal Points.

- (1) The board shall accept job-related coursework or continuing education offerings from an institution of higher education as follows:
 - (a) Classes, institutes, seminars, workshops, conferences, lecture series, or internships;
 - or
 - (b) Courses taken for academic credit.
- (2) The board shall accept activities in a professional library association as follows:
 - (a) Participation in seminars, workshops, conferences or lecture series; or
 - (b) The holding of an association office, with a statement specifying the learning activity and derived educational benefit.
- (3) The board shall accept participation in seminars, workshops, conferences, or lecture series sponsored by the Kentucky Department for Libraries and Archives.
- (4) The board shall accept participation in workshops, lecture series or training programs that shall be documented as job related. These activities may be sponsored by individual libraries.

- (5) The board shall accept self-directed learning activities as follows:
 - (a) Writing reviews of library materials or library-related books, articles, or chapters that are published in statewide, regional or national publications;
 - (b) Editing a library publication with statewide, regional or national distribution;
 - (c) Making a prepared library-related presentation to library staff, library school students or library trustees; or
 - (d) Preparing for and teaching a course, workshop, seminar or institute.
- (6) The board shall require documentation that each learning activity incorporates new subject matter.

Section 5.

- (1) One (1) certification renewal point shall be equal to:
 - (a) Ten (10) contact hours; or
 - (b) One (1) continuing education unit.
- (2) The conversion calculations for a type of activity to the number of certification renewal points shall be determined in accordance with the Certification Renewal Points Conversion Chart.

Section 6.

Application for public librarian certification renewal shall be made to the board by submitting a completed Renewal Application for Certificate of Librarianship.

Section 7.

A fee of five (5) dollars shall be charged for each certificate renewal issued.

Section 8. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) Certification Renewal Points Conversion Chart, January 29, 1992; and
 - (b) Renewal Application for Certificate of Librarianship.
- (2) This material may be inspected, copied, or obtained at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40602-0537, Monday through Friday, 8 a.m. to 4:30 p.m.

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APPROVED BY AGENCY: September 15, 1999
FILED WITH LRC: September 15, 1999 at 10 a.m.